

Administrative Unit

FY 1960

Support to the HMAB

Recommendations Processed - 63 of which 40 were approved by DCI. During the year we continued to furnish an exhibitor who displayed the medallions, and certificates and explained the program.

The scope of the Agency's activities in the awards field was increased to include: (1) an annual award of \$500 to the author of the most outstanding article in the Studies in Intelligence; and (2) establishment of a Special Performance Awards Program for the [REDACTED] to recognize outstanding workers and units.

25X1A

SP Career Board

The SP Career Board met at the call of the Chairman eleven (11) times during the fiscal year. In addition to numerous recommendations for reassignment that were handled by the Board, highlights of the Board's activities include: (1) a systematic and intense review of all members of the Career Service GS-9 - GS-13; (2) rankings for promotion.

General Administrative

1. The Office of Personnel completed its detailed planning regarding telephones for the new building.

2. Three intra office moves of personnel and equipment were planned and coordinated.

3. We have increased our administrative support to the Office of Personnel including continuation of the meetings of senior secretaries, and more guidance to members of the office in submission of supply and finance forms.

Personnel

1. Promotion, reassignment, LWOP, resignation, name change, maternity leave, and change to lower grade personnel actions in excess of 325 were reviewed and processed through this office.

2. Preparation of the CSSA.

~~CONFIDENTIAL~~

Administrative Unit

Personnel (continued)

3. Preparation of a new planning paper for the Office of Personnel.

Training

External

1. Approximately 10 individuals were enrolled in 15 external training courses or seminars including individuals attending AMA long course at Lake Saranac, University of Chicago, RCA 501 training, etc.

Internal

2. Approximately 70 members of the Office of Personnel were enrolled in Agency or other courses. ~~A total of 83 courses were included.~~
Some went to more than one bringing total to 83.

~~CONFIDENTIAL~~